



Interim City Administrator

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: Interim City Administrator
Subject: Administrator's Report
Date: June 2, 2023

Interim City Administrator Highlights

- Attended the new Employee Orientation to welcome new employees to the city
- Participated in interviews of firms that submitted proposals for the City's Strategic Plan process. The review team is planning to present a proposed firm and proposal for the Strategic Plan process to the City Council in the coming month.
- Attended a bi-weekly Development update meeting with the Mayor and Community Development
- Held one-on-one meetings with Department Heads: Marquise Vasquez, Karen Richards, Alex Damien, Chris Pofahl, Sam Walker, Chief Thompson, Chief Howard, Bruce Gay, Joe Ciarro, and Melissa Lipska (Interim).
- Held monthly meetings with Council Members

Monthly meetings with Council Members

Gina and the Mayor are continuing the monthly meetings with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Kristin Craig.

Department Highlights

Assessor

- Assessment notices were mailed on May 5. The Assessor's office has been working to finalize the assessment roll and follow-up with any residents that reached out during Open Book.

Cemetery

- Held the annual Avenue of Flags at the Cemetery for Memorial Day.

Clerk/Treasurer

- In the process of collecting third installment tax payments, due May 31st.
- Preparing for Board of Review on June 2nd. There were 51 objections received.
- Preparing to send out 396 renewals for liquor licenses, bartenders, and tobacco for a July 1 renewal period.

Community Development

- Riverside Rhythms, weekly summer concert series in Downtown Waukesha, starts on Wednesday, June 14 : <https://www.waukesha-wi.gov/residents/riverside-rhythms.php>

- There are grants available for landlords who make exterior and life safety improvements to residential rental property in targeted areas of the City. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>
- There are also grants/loans available for homeowners to make repairs in designated historical districts and for applicants below the median income level in homes that are 50 years or older. More info: <https://www.waukesha-wi.gov/government/departments/grants-loans-for-housing.php>

Finance

- The Department is beginning initial preparations for the 2024 Budget cycle.

Fire

- Received the new command post that is used by the Emergency Management team for large scale emergencies and planned community events. This mobile command post replaces the previous command post that is now 21 years old. This new unit was purchased through the City's Community Investment Program (CIP) budget planning and features technology enhancements, added meeting space, and other features for public safety. The Department will bring the command post to an upcoming Council meeting so that Council members can view the unit and learn more about it.
- The Fire Department quarterly newsletter is out and [can be viewed online](#).

Human Resources

- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Information Technology

- Completed the transition to the upgraded Munis financial software and continuing to assist Departments with the new setup.

Library

- Getting ready to launch the summer reading program which runs from June 1 - August 1
- Buchnerfest, annual Children's festival, will be held in Buchner Park on Saturday, June 10 from 10am-noon as the annual kick-off to summer reading and summer in the parks.

Parks, Recreation and Forestry

- The Summer Activity guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- Volunteers are needed for summer events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php
- The Playground Passport program is back with new challenges! Visit 10 of our playgrounds and answer the questions for a chance at prizes: <https://www.waukesha-wi.gov/government/departments/playground-passport.php>

Police

- Applications are being accepted for Patrol Officer: <https://www.governmentjobs.com/careers/waukesha>
- Waukesha Night Out returns this year on Wednesday, August 2: <https://www.waukesha-wi.gov/residents/waukesha-night-out.php>

- The Annual Run with the Cops will be on Friday, August 11. Register: <http://runwiththecopswaukesha.com/>

Water Utility

- There is a new webpage created to help explain and answer questions on the water transition: <https://greatwateralliance.com/transition/>

Public Works

ENGINEERING DIVISION

2023 Projects are underway. You can [view a project map here](#). Project updates/information is linked below:

- [2023 Resurfacing Project](#)
- [Alleys 26, 27, & 91 Reconstruction](#)
- [Area 7 Flood Mitigation Improvements](#)
- [Aviation Cold Storage Addition](#)
- [Buchner Park Step Replacement](#)
- [Center Road Water Main Extension](#)
- [David's Park Resilient Surface](#)
- [Fire Department Training Facility Restroom Addition](#)
- [Great Water Alliance Project](#)
- [Horeb Park Wall & Skate Park Reconstruction](#)
- [Lowell Park Tennis Court Reconstruction & Lighting Upgrade](#)
- [Live Fire Training Structure](#)
- [Delafield Street & Lemira Avenue Utility & Street Improvements](#)
- [Hillcrest Reservoir Water Main Extension](#)
- [Mindiola Park Phase 2 Improvements](#)
- [N. Greenfield Avenue Water Main Replacement](#)
- [Sanitary Sewer Lining](#)
- [Southside Pump Station Consolidation](#)
- [Waukesha Public Library Roof Replacement](#)
- [W. Broadway & East Avenue Utility, Street, and Traffic Signal Improvements](#)

CLEAN WATER PLANT:

- Submitted DNR monthly Discharge Monitoring Report for April.
- DNR required WET (bioassay) testing passed.
- Preparing DNR Compliance Maintenance Annual Report (CMAR) for 2022 operating year.
- Spring biosolids land application complete with approximately 2,800 tons spread on 220 acres.
- Meeting with Pewaukee on service area.

- Staff training for new return flow emergency generator.
- Return Flow Pump Station ready for startup testing while “punch list” work continues for overall construction project.
- Slip resistant coating applied to vehicle garage at CWP for enhanced safety.

TRANSIT:

- The route redesign will be implemented June 4th including service to Froedtert and Children’s Hospital and a number of changes to service with the City of Waukesha.
- Staff is working with UMO on a proposed new fare structure and other items related to moving to the WisGO fare payment system. New WisGo smartcards are on order. Target is to implement the full system this Fall. Riders can use the WisGO cards and app on Route 1 now.
- The June Driver Run Cut was successfully launched in Optibus. Staff will now learn to use the Operations platform this Summer.